

OREGON STATE UNIVERSITY CLASSROOM USE REQUEST

Electronic Submissions Required

Return form as an email attachment to: lsc.services@oregonstate.edu

OFFICIAL USE ONLY
Date Submitted:
CRN#:

Student Organizations must report their event through the Student Organization Database at <https://apps.ideal-logic.com/osusli>. Reservations for Classroom Space are not confirmed until the activity has been entered in the database. Contact student.orgs@oregonstate.edu for information.

Basic Event Information

Name of Event:	Estimated attendance each day
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Description of the type and purpose of event:

<p>General Information about Event: Check all that apply</p> <p><input type="checkbox"/> Admission Charged</p> <p><input type="checkbox"/> Philanthropy If yes, beneficiary: _____</p> <p><input type="checkbox"/> Open Event – General Public is welcome to attend.</p> <p><input type="checkbox"/> Closed Event – Organization members and guests only.</p> <p><input type="checkbox"/> Non-OSU affiliated people attending.</p> <p><input type="checkbox"/> Catering / Food Service</p> <p><input type="checkbox"/> Alcohol</p> <p><input type="checkbox"/> Event has been evaluated by OSU Risk Management</p>	<p style="text-align: center;">Begins / Ends</p> <p>Event Dates _____ / _____ (mm/dd/yyyy)</p> <p>Event Times _____ / _____ (24 hr clock)</p> <p>Set-Up Times _____ / _____ (24 hr clock)</p> <p>Day(s) of the Week: M - T - W - R - F - S - U (please circle)</p>
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<p>Event Location:</p> <p>Auditorium: <input type="checkbox"/> Milam <input type="checkbox"/> Gilfillan</p> <p>GP Classrooms: (Building & Rm)</p>	<p>Fees may apply. Method of payment:</p> <p><input type="checkbox"/> Index: OSU Depts/ Student Orgs (USO & ASO) pay by index. Index number: _____</p> <p><input type="checkbox"/> Check - ASO Orgs only may pay by check if you don't have an index.</p>
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<p>LINC</p> <p>For all LINC inquiries, please contact University Events by emailing events@oregonstate.edu or calling 541-737-4717.</p>	<p>Who is attending:</p> <p><input type="checkbox"/> All Off-campus attendees</p> <p><input type="checkbox"/> Mixture of On- and Off-campus attendees</p> <p><input type="checkbox"/> All On-campus attendees</p>
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Event Coordinator

Name (Last name, First name):	Phone Number:
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Email Address:

Sponsoring Organization [Department or Student Group (official name from Student Involvement):	Group Advisor:
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On-site contacts must have copies of the original submissions and approval available throughout the entirety of the event.



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<input type="checkbox"/> Campus Department	<input type="checkbox"/> Student Group	Phone Number:
Detailed Event Information		
<i>Requested Information of Anticipated Needs</i>	<i>How will your event impact or affect the following areas. How will you provide for or resolve conflicts? Complete all information requests. If the item is "not applicable," indicate that with N/A.</i>	
AV support: (Contact Media Services (737-2121) at least 48 hours in advance of event.) What Services are needed:		
Parking Lot Impact: (Where, When, How)		
Onsite Contact:	Cell Phone:	Email:
Onsite Contact:	Cell Phone:	Email:
Other Information you wish to provide:		

For your information:

BUILDING ACCESS:

Milam 026: Contact Media Services at 541 737-2121 Don DeMello

LINC: Contact LINC Event Management Services at 541 737-2402

All other GP Classrooms: Public Safety at 541 737-3010

Confirmation will be sent by email from The LaSells Stewart Center and the Schedule Desk at Oregon State University.

Cancellation:

Event Coordinator is responsible for notifying Security Services 541-737-3010, Media Services 541-737-2121, and the appropriate reservation unit [Schedule Desk 541-737-2181, Office of Greek Life 541-737-5432 or The LaSells Stewart Center 541-737-2402] that an event has been canceled.

An administrative charge will be made when the event is canceled less than 48 hours before the scheduled event start time.

Please print and retain copies for your files: [OSU Campus Classroom Use Request form](#)

On-site contacts must have copies of the original submissions and approval available throughout the entirety of the event.



The LaSells Stewart Center

Oregon State University, 875 SW 26 Street, Corvallis, Oregon 97331-2212

T 541-737-2402 | <https://lasells.oregonstate.edu>